



CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Planning & Construction Specialist
DEPARTMENT	Planning and Construction
LOCATION	
REPORTS TO	Director of Planning and Construction
ANNUAL WORK SUMMARY	12 months per year, 245 days per year, 7 hours per day.
WAGE/PAY RATE	Scale 27: \$34.20/hr - \$44.20/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	This position is responsible for updating and maintaining CCPS front end bid documents, associated project pre-construction requirements, assisting with various State Agency submissions, and reviewing procurement and contract documents for completeness and consistency with procurement and contract policies and procedures. Assists with the development of the State and Local Capital Improvements Program data analysis, budgeting, projections, review, and approval process. Provides support in the preparation, completion, analysis, and implementation of the Educational Facilities Master Plan, six-year Capital Improvements Program, project bid documents, reports and presentations. Completes research, analysis, and data management on a variety of subjects including but not limited to the capital and operating budgets, minority business enterprise participation, state construction initiatives, and relevant State and County regulations.

EDUCATION, CERTIFICATION AND EXPERIENCE

1. High School Diploma required;
2. Three (3) years of experience in the area of clerical bookkeeping and accounting principles, techniques, procedures, and methods required;
3. Two (2) years of Planning and Construction experience and working knowledge of State of Maryland public procurement practices, preferred.

SPECIAL REQUIREMENTS

None

KNOWLEDGE, ABILITIES AND SKILLS

1. Highly organized, with the ability to gather, organize, and analyze data.
2. Detail oriented with ability to assemble reports and other deliverables, essential to department functions and responsibilities.

3. Ability to read and comprehend legal contracts;
4. Ability to maintain accounting records and to prepare reports from such forms;
5. Ability to establish and maintain effective working relationship with others;
6. Excellent verbal and written communication skills for a variety of stakeholders.
7. Skill in the operations of office machines, including related calculators, computers, laptops, large format printers, and scanners; and
8. Considerable knowledge of office software programs is required, with emphasis on Word, Excel, PowerPoint, Adobe Professional, Access, SharePoint. For Excel, the applicant must have the ability to use formulas and link multiple cells in multiple spreadsheets.
9. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Assist with preparation of bid documents, associated Invitations to Bid, and contracts for Capital Projects
2. Serves as the liaison on capital program issues, monitoring IAC meetings and responding to telephone inquiries from citizens, schools, developers, and realtors;
3. Assists with all State related project submissions and overall reporting requirements;
4. Maintains Prequalified Contractor Database;
5. Maintains Capital Improvements Program (CIP) accounts, gathers invoices and submits requisitions for payment from vendors and contractors on a weekly basis and handles other transaction as directed by the Director and/or Supervisor of Planning and Construction;
6. Maintains detailed expenditure analyses per project including design, construction, and furniture fixtures and equipment (FFE) costs.
7. Assists with preparation of requests for reimbursement for CIP, ASP, HSFF, SSGP and other State funded projects;
8. Maintains database of certified Minority Business Enterprises (MBE) subcontractors. Tracks MBE participation on all CIP projects, including the required monthly reports from MBE firms and prime contractors. Prepares quarterly and annual reports on MBE Participation;
9. Gathers MBE data in order to assist with MBE goal setting for CIP projects;
10. Assists with development of annual Educational Facilities Master Plan and updates State Facility Inventory Database
11. Develops and maintains data needed to respond to appropriate information requests regarding school facility utilization, site acquisition, school facility data, capital improvements program, fixed asset inventory, and the operating budget;
12. Communicates with vendors, contractors, and local and State funding sources;
13. Maintain office filing utilizing an existing filing system including comprehensive capital projects files.
14. Attends meetings and takes minutes when required;
15. Maintains procedures for county, state, and federal and school board policies affecting offices or schools;
16. Maintains closeout binders for State funded project that consolidate all required State forms and information;
17. Assists with gathering and verification of operations and maintenance manuals and warranties from projects;
18. Researches and procures supplies, materials, and equipment for staff as requested;
19. Prepares presentation materials for the Supervisor and Director of Planning and Construction; and
20. Coordinates efforts with the school system, county and state personnel, and the general public.

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Performs other duties as assigned or requested by Director.

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS

The work is performed in office and requires long periods of sitting. Significant periods of standing may also be required.

UNUSUAL DEMANDS

May be required occasionally to work beyond normal scheduled hours and to attend evening and/or weekend activities.

EVALUATION

Performance will be evaluated in accordance with the policy on evaluation as established by Calvert County Public Schools.

APPLICATION PROCEDURE

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov/> or call 1-800-421-3481.